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Action

Fiscal Policy and Planning Committee

Proposed Budget Change Proposals for Fiscal Year 2008-09

Executive Summary: This agenda item presents a proposed Fiscal Year 2008-09 Budget Change Proposal (BCP) Concept for Commission consideration.

Recommended Action: Approve the BCP concept as presented in the item in order to allow staff time to develop a complete BCP for submission to the Department of Finance by the February 13, 2008 deadline.

Presenter: Crista Hill, Division Director, Fiscal and Business Services Section

Strategic Plan Goal: 6

Maximize the effectiveness of the agency and its staff through the optimal use of technology, ongoing staff development and maintenance of a positive work environment.

♦ Use technologies to support both ongoing operations and innovations designed to increase efficiency.

♦ Conduct periodic review of the efficiency of the day-to-day operation and financial accountability of the Commission.

December 2007

Proposed Budget Change Proposals for Fiscal Year 2008-09

Introduction
Staff is presenting the proposed 2008-09 Budget Change Proposal (BCP) in the form of a brief two page summary for the Commission to review and approve. Once the BCP concept is approved Commission staff will develop a full BCP for submittal to the Department of Finance (DOF) by the February 13, 2008 deadline.

Background
On an annual basis state agencies have two opportunities to submit BCPs to the Department of Finance for consideration for the next budget development cycle. Any proposal approved by the Administration will be the basis for discussion with the Legislative budget subcommittees during the spring hearing process.

According to the State Administrative Manual a BCP is defined as "a proposal to change the level of services or funding sources for activities authorized by the Legislature, propose new activities not currently authorized, or delete existing programs. **All information contained in BCPs is strictly confidential until released by the Governor.** Each department is responsible for maintaining the confidentiality of its respective BCPs until approved for release. Disapproved BCPs and disapproved versions of BCPs remain confidential working papers and must not be released. Responses to any requests for confidential budget documents under the Public Records Act or pursuant to discovery requests must be coordinated with Finance legal staff."

The Commission staff has identified an additional concept for the FY 2008-09 budget development cycle for members of the Commission to consider:

   1. **Credential Web Interface Project (CWIP)**

The proposed 2008-09 BCP Summary is provided on the next several pages for review.

Recommendation
Commission staff seeks the approval to develop the concept into a full BCP, as required by the Department of Finance (DOF), and submit the proposal to the Department of Finance by the February 13, 2007 deadline. It is important to note that the approval of this BCP is contingent on the approval by the DOF of the Feasibility Study Report (FSR), which describes the business case and technical solution for the project. FSR's must be approved by the DOF for all information technology projects exceeding \$200,000. The approval/denial status of the BCP proposal will not be available until the release of the 2008-09 April 1st or May Revision.

Concept 1

PROPOSED TITLE: Credential Web Interface Project (CWIP)

Summary
This Budget Change Proposal (BCP) for Fiscal Year 2008-09 would seek approximately $760,000 in one-time funding for the implementation of the Credential Web Interface Project (CWIP). The Commission will submit a BCP and also seek the position authority for one (1) full-time Senior Information System Analyst to support the on-going technical activities with this project. The Commission proposes to use existing authority ($153,000) from the Teacher Credentials Fund to fund the position as well as the anticipated hardware and software maintenance costs to support the CWIP project. Prior to submitting the BCP, the Commission will submit a Feasibility Study Report (FSR), which describes the business case and technical solution for the project to the DOF for approval.

Justification
The Commission proposes to host the CWIP in-house and to provide the public and stakeholders availability to view credential data in real-time through a user friendly web interface. This would provide current, up-to-the-minute status of a credential as well as maintain all of the current functionality. Adding a position to support the in-house support allow the direct control over changes, updates, and enhancements by the Commission. Target implementation would be approximately June 2009.

Currently, the web based credential lookup, credential renewal, and the Institutions of Higher Education (IHE) credential recommend processes are all hosted and maintained by ChoicePoint Governmental Services Inc (ChoicePoint) for the Commission. Credential data is sent nightly from the Commission to ChoicePoint and is generally posted on the internet in the afternoon of the next day. Therefore the data being viewed on the internet is at least a day old. Due to outdated technology that will need to be updated and the service delivery available through ChoicePoint, minor changes to the system take several months and are costly, and ongoing maintenance and hosting costs are anticipated to increase.

By moving to this technology, this will allow the Commission to provide the highest level of customer service to the public and stakeholders and would provide an overall savings to the State in the long term.

Benefits
Hosting these processes in-house provides a number of significant functional, technical, security and administrative benefits. It would give the Commission control over the product, allowing the Commission to make updates and enhancements quicker and at less cost. It provides real time access to current, up-to-the-minute information (rather than information that's up to 48 hours old). It allows enhanced capability for credential holders to update personal information directly. It brings security control in-house (rather than through a third party). Other important technical benefits of in-house hosting which include leveraging the Teacher Credentialing Service Improvement Project's Siebel technology capabilities, data sharing, business logic reuse, and

better positioning to deal with future application upgrades. It also can provide for cost avoidance of thousands dollars for compliance with State web standards. Preliminary estimates indicate the implementation of CWIP may potentially pay for itself within approximately 8 years and could save the Commission up to $240,000 within the next 10 years.

Budget Assumptions
In FY 2008-09 requests $760,000 from the Teacher Credentials Fund for the one-time implementation cost and position authority for one (1) full-time Senior Information System Analyst to support the on-going technical activities with this project. The Commission proposes to use existing authority ($153,000) from the Teacher Credentials Fund to fund the position as well as the anticipated hardware and software maintenance costs to support the CWIP project.